

Coordination, Cooperation, & Connectivity Action Team
Meeting Notes
August 24, 2004

Attendance	Sharon Edgar, MDOT, Jennifer Evans, SEMCOG, Clark Harder, Michigan Public Transit Association, Patrick Holland, Centra, Inc., Phil Kazmierski, The Mannik & Smith Group, Sara Smith, MDOT, Wynell Brush, MDOT
Meeting Overview <i>(25 words or less)</i>	Reviewed materials and drafted agenda for the Genesee County meeting; assigned pre-meeting work to committee members. Identified future meeting dates and draft agenda items.
Meeting Notes	<ol style="list-style-type: none">1. Reviewed/approved revised letter for Genesee County (GC) meeting.2. Reviewed/approved revised invitation list GC meeting; added Genesis, taxi provider, and Michigan Works3. Assigned responsibilities for calling the invitees4. Confirmed agenda and content of GC meeting: Clark – opening remarks on purpose/history of CCC action team Sharon/Pat – opening remarks on objectives and roles of attendees Sara – explain process and facilitate discussion on questions5. Agreed to create a checklist to identify action items prior to GC meeting6. Tabled MDOT's Freight Management System report until October7. Agreed that team meetings will begin at 12:30 instead of 1:008. Action Items and Agenda for next meeting
Action Items	<ol style="list-style-type: none">1. Sharon will finalize letter for the Genesee County meeting.2. Sharon will prepare and distribute checklist of member assignments for the Genesee Co. meeting.3. Each member will be responsible for carrying out their assignments.
Proposed Agenda Topics For Next Meeting	<ol style="list-style-type: none">1. Introductions2. Summary of last meeting3. Review results of the Genesee County meeting4. Action items and agenda for next meeting5. Post critique of the meeting

**Next Meeting
Dates**

1. September 28, 2004, meeting will open at 8:30 a.m. with the meeting starting promptly at 9:00 a.m. and ending at 12:00 p.m. in Genesee County (Mass Transportation Authority's Training Center at 1401 South Dort Highway, Flint, Michigan 48503)
2. Future meetings will be **Thursday, October 14, 2004, Thursday, November 4, 2004, and Tuesday, November 23, 2004 from 12:30 – 4:00** at the Aeronautics Building, Aeronautics Conference Room, 2700 East Airport Services Drive, Lansing, Michigan 48906

(Teleconferencing will be available – if you are interested, please contact Kim Johnson at (517) 373-8796.)